

**Council Chambers, Municipal Building, Baraboo, Wisconsin**  
**Tuesday, June 9, 2020 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Sloan, Kierzek, Thurow

Council Members Absent:

Others Present: Chief Schauf, Clerk Zeman, Adm. Downing, Atty. Truman, C. Haggard, K. Stieve, M. Hardy, P. Cannon, Tim Lawther, John Rago, Erin Ryan, Stephanie Barganz-Ryan, Michael Adams, members of the press and others.

The Pledge of Allegiance was given.

Moved by Ellington, seconded by Kolb and carried to approve the minutes of May 26, 2020 - 9 ayes

Moved by Petty, seconded by Kolb and carried to approve the agenda – 9 ayes

**Compliance with the Open Meeting Law was noted.**

**PRESENTATIONS**

- Tim Lawther presented an update from Sauk County Health Department
- Fire Chief Kevin Stieve presented an update regarding our Emergency Operations

**PUBLIC INVITED TO SPEAK** - No one spoke.

**MAYOR'S BUSINESS**

The Mayor congratulated and thanked the following police officers on their anniversaries with the City of Baraboo

- Nick Defiel, Patrol Officer, 20 years
- Amanda Sabol, School Resource Officer, 10 years

Alderspersons and Department Heads are requested to complete and submit their goal setting form. Due date is today. Input is needed so that the goal setting discussion meeting can be scheduled for later in June.

**CONSENT AGENDA**

**Resolution No. 20-37**

THAT the Accounts Payable, in the amount of \$623,009.53 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Moved by Petty, seconded by Wedekind and carried that the Consent Agenda be approved-9 ayes.

**NEW BUSINESS - RESOLUTIONS**

**Resolution No. 20-38**

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that:**

The Common Council grants a special exemption to Kennie Downing allowing her to keep three dogs in her residence until one of the three dogs passes, after which time she will be allowed to keep

no more than two dogs in her residence. The exemption also requires Kennie Downing to remain in compliance with §12.12(12) of the Baraboo Municipal Code for the duration of the time the three dogs are kept in the residence.

Moved by Ellington, seconded by Sloan and carried that **Resolution No. 20-38** be approved-9 ayes.

**Resolution No. 20-39**

**WHEREAS**, Tax Increment District 8 (TID #8) is not performing as originally projected; and

**WHEREAS**, the creation of a new overlay TID, TID #10, would allow a longer expenditure period to assist in the re-development of the area; and

**WHEREAS**, City staff has completed a basic review of the performance of TID #8 and the anticipated performance of TID #10; and

**WHEREAS**, City staff recommends the Council contract with Ehler's Inc., as a sole source provider, to conduct the feasibility study because Ehler's Inc., has completed the previous TID studies for the City and is the City's financial advisor.

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

That the City Council authorizes the City Administrator and City Clerk to execute an agreement with Ehlers, Inc., in the amount of \$15,500, for the feasibility study of a TID overlay district to be known as TID #10; and

The Council authorizes any required budget transfers to ensure the monies needed for this study be authorized.

Moved by Petty, seconded by Kolb and carried that **Resolution No. 20-39** be approved-9 ayes.

**Resolution No. 20-40**

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

Effective June 10, 2020, remote participation at City meetings by members, staff and the public will no longer be permitted except as allowed pursuant to §2.03(M) of the Baraboo Municipal Code

Moved by Kolb, seconded by Ellington and carried that **Resolution No. 40** be approved-9 ayes.

**Resolution No. 20-41**

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

That the City Administrator and City Clerk are hereby authorized to execute an agreement with the Patek Hospitality Consultants, Inc., in the amount of \$8,000, for a Hotel Study, and

That the funding to pay for the Hotel Study will be charged to TID7, in the amount of \$4,000, and the remaining \$4,000 will be charged to Economic Development within the General Fund, and

That the Council authorizes any required budget transfers to ensure the monies needed from TID7 and the General Fund occur in order to fund the Hotel Study.

Moved by Petty to authorize agreement amending the amount to not exceed \$9,000, seconded by Sloan and carried that **Resolution No. 20-41** be approved-9 ayes.

**Resolution No. 20-42**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

That the 2019 Compliance Maintenance Annual Report for the Water Resource Recovery Facility and collection system be hereby approved.

Moved by Sloan, seconded by Kolb and carried that **Resolution No. 20-42** be approved-9 ayes.

**Resolution No. 20-43**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

The Mayor and City Clerk are authorized to enter into the attached Third Amendment to the License Agreement as shown upon the attached form.

Moved by Wedekind, seconded by Kolb and carried that **Resolution No. 20-43** be approved-9 ayes.

**Resolution No. 20-44**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

THAT \$30,000 of funds in the 2020 Swimming Pool budget originally designated for regular operating expenses be reallocated for use to make improvements to the pool in accordance with the 2019 Pool Study.

Moved by Wedekind, seconded by Plautz and carried that **Resolution No. 20-44** be approved-9 ayes.

**COMMITTEE OF THE WHOLE**

Motion by Wedekind, second by Ellington, to suspend Council Rule §2.04(15) of the City Code, as allowed by §2.04(20) of the City Code, to allow action to be taken within Committee of the Whole – 9 ayes.

Moved by Petty, seconded by Kolb to convene as a Committee of the Whole to review and discuss items related to the Baraboo District Ambulance Service (BDAS):

**Items for Review/Discussion in Committee of the Whole:**

- a. Fire Chief Kevin Stieve & Finance Director Cynthia Haggard presented a Fire/EMS feasibility study.

Option A includes an Assistant Chief-EMS to oversee EMS operations and administration. This includes service 24 hrs a day, 7 days a week, full year coverage with 7 personnel per

shift including a supervisor; Very similar to what is currently being offered by EMS now with other members, municipalities participating.

Option B includes coverage for the City only. This will allow for a staff reduction to 5 personnel per shift, including an Assistant Chief-EMS. Inter-facility transports will be limited based on available staff.

Both plans lack a contingency plan for paid time off. Options for this are to hire part-time employees and/or train current fire department staff as emergency medical. Both plans would require the City purchase ambulances.

St. Clare Hospital is an important community partner. Option A provides for transports from St. Clare to another hospital, which is another source of revenue. Option B does not allow for transfers.

Chief Stieve's recommendation is ideally a Fire-based EMS. This opens up the recruitment for more personnel and cross training may open up the pool of candidates. Take the opportunity to expand our working relationship and help each other out.

Ald. Kolb notes that it seems premature at this time to decide if we want an outside agency to take over EMS; now might be an opportune time to bring the EMS into the fire station and begin to work some compatibility between the two departments. Given the absence of accurate data it would be difficult to make a decision at this time.

Ald. Thurow questioned the option to extend the agreement with BDAS and cohabitate. Mayor Palm explained that this is a possibility; the City is looking for direction from the Council.

- b. Review proposal from Ryan Brothers Ambulance, Inc., to provide 911/EMS services to City of Baraboo.

Ryan brothers was founded in 1962 and has developed a reputation for residents to rely on them; they are bringing to Baraboo experience.

With the RFP, the initial proposal was for 2 dedicated 911 ambulances at the paramedic level. The limitations with this RFP is it does not provide for inter-facility transfers.

The second option was for 1 dedicated 911 ambulance at the paramedic level and then having a 2<sup>nd</sup> ambulance that could either inter-facility transports or 911. Based on the volume, they feel this is the best option with a multipurpose ambulance.

While they feel they have done their homework regarding calls and non-transports, there might need to be some adjustments because the data they have does not separate City of Baraboo calls vs surrounding townships. Adm. Downing notes that this data may not be available until a year from now due to a new billing company.

With either option, the hospital is a huge partner. If we contract with Ryan Brothers for the 911, we also get their other ambulances from the Madison/Dane County area that would be

available for inter-facility transports. The City would not pay for those extra resources; however, the hospital would get the benefit from that.

Ryan Brothers confirms that regardless of the number of calls, the amount paid to Ryan Brothers will be based on the contracted amount. There will be an annual COLA increase every year. The City is currently looking at a five-year contract and Ryan Brothers will provide for all services, to include billing, HR, etc. This does not include Fire service.

Adm. Downing noted that based on our population, it was recommended that we have 2 ambulances with 1 backup. Adm. Petty noted that they currently have 5 ambulances available at any time. The Administrative staff at BDAS are paramedics and can make ambulance runs as needed.

Ryan Brothers, with permission from the City, would consider contracting with the surrounding townships for service. The additional amounts paid by the surrounding townships would allow for more ambulances.

J. Rago, with BDAS, noted that St. Clare Hospital generally will not wait 45 minutes for an inter-facility transport which is challenge for BDAS and also why they currently staff 4 or 5 ambulances every day.

- c. Consider authorizing staff to engage in conversations or negotiations with BDAS about sharing space in the Fire Station (old City Hall).

Fire Chief Stieve noted that the opportunity to work with BDAS moving forward to analyze data further and operational procedures and how they can help each other out. In today's age of limited staff, this is an opportunity to look at cross-training employees.

Ald. Sloan questioned if there is large investment to bring the ambulance into the fire station. Chief Stieve noted that regardless of who provides the service, BDAS or Ryan Brothers, the space will be available at the Fire Station.

Ald. Petty noted that as part of the BDAS Transition Committee, many of the topics such as sharing building space, sharing services, and cost improvement are part of what the Transition Committee is already exploring. It would be his opinion that there is quite a bit of action taken by the Transition Committee and because of the very limited data we have available, it would be his recommendation to allow BDAS Commission & Transition Committee to continue to work towards looking at these options for the City.

Ald. Wedekind feels that other than moving forward with moving the BDAS into the Fire Station, the other decisions are premature. We need more information.

Motion by Thurow that we continue the letter of January 15, 2020 to July 1, 2021 and that we go ahead with combining and moving the BDAS into the Fire Station. Motion fails for lack of second.

Ald. Ellington doesn't understand why we continue to struggle with the ambulance.

Ald. Wedekind feels once we bring everything together, we will find out if it's feasible or not and something that should be looked into but will take time.

Ald. Sloan states that looking at a private service with a fixed cost might be best for the City of Baraboo.

### **CLOSED SESSION**

Moved by Sloan, seconded by Ellington, to go into Closed Session. If there is a majority vote to go into Closed Session, the Mayor will announce that the Council will go into Closed Session according to §19.85(1)(e), Wis. Stats., for the purposes of deliberating or negotiating the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: 9-ayes

- a. Deliberate the City's investment of public funds in and contractual agreement with BDAS as it relates to the Fire/EMS feasibility study; AND/OR
- b. Deliberate the City's investment of public funds in and contractual agreement with BDAS as it relates to the proposal from Ryan Brothers; AND/OR
- c. Deliberate possible contractual terms for allowing BDAS to share space in the Fire Station.

Council Members Present: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Alt, Kierzek, Thurow  
Council Members Absent:

Others Present: Mayor Palm, Chief Schauf, Adm. Downing, Atty. Truman, Clerk Zeman, C. Haggard, K. Stieve

### **OPEN SESSION**

Moved by Ellington, seconded by Petty, to return to Open Session. The Mayor announces that the Council will return to Open Session as per §19.85(2), Wis. Stats., to address any business that may be the result of discussions conducted in Closed Session. 8-ayes

Moved by Sloan, seconded by Petty, to rise and report from Committee of the Whole and return to regular session. 8-ayes

Mayor Palm noted the following directives:

- 1) Direct staff to continue with the feasibility study to for a combined Fire & EMS
- 2) Direct City Adm. to get additional information from Ryan Brothers and to contact their references
- 3) Authorize staff to engage in conversations and negotiations with BDAS about sharing space in the Fire Station

Ald Sloan requested that the CEO of Ryan Brothers meet with Chief Schauf and Chief Stieve regarding the technical aspects.

### **ADMINISTRATOR AND COUNCIL COMMENTS**

- We have currently reviewed 21 For-Profit applications, 19 approved with a total paid out of \$88,000.
- Two applications for Non-Profit have been approved with a total paid out of \$10,000
- The Park & Rec. Commission voted to keep the pool closed for the summer. A special meeting will be held on June 22<sup>nd</sup> to discuss baseball leagues and other team sports.
- Alderpersons are encouraged to attend the League of Wisconsin Municipalities "Local Government 101". Let Adm. Downing know if you are interested in attending.

### **REPORTS, PETITIONS, AND CORRESPONDENCE**

The City officially acknowledges receipt and distribution of the following:

- **Reports:**
  - May, 2020 – Building Inspection, Airport

- **Minutes from the Following Meetings:**

**Finance/Personnel Committee–Dennis Thurow Committee Rm #205**

**May 26, 2020**

**Members Present:** Petty, Sloan, Kent

**Absent:**

**Others Present:** Mayor Palm, Adm. Downing, Atty. Truman, B. Zeman, M. Schauf, M. Hardy, T. Pinion, C. Haggard, P. Cannon

**Call to Order** –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Kent to approve the minutes of May 12, 2020 and carried unanimously. Moved by Kent, seconded by Sloan to approve the agenda and carried unanimously.

**Action Items**

- a) **Accounts Payable** – Moved by Sloan, seconded by Kent to recommend to Council for approval of the accounts payable for **\$373,159.36**. Motion carried unanimously.
- b) **Pierce Park Usage** – M. Hardy explained that Sauk Prairie High School had a referendum that recently passed and included the renovation of their athletic field. Because of this, they will not have access to their softball fields next spring. They are asking if we would be willing to let them use 2 fields at Pierce Park for their home games, both JV and Varsity next spring for a total of 9 nights. The Parks & Recreation Commission is in favor of this with the following stipulations: all of our costs will be covered and that the Sauk Prairie High School staff be responsible for the field labor, any needed supplies, and opening and shutting down the field. The City will provide access to the restrooms. They have agreed to pay the City \$200 for use of the field in 2021. Ald. Petty questioned any liability the City may have for the participating athletes. M. Hardy stated that this would be similar to any park rental. Atty. Truman noted that our agreement covers this and we are protected by recreational immunity per State Statutes; this provides us with quite a bit of liability protection. Moved by Sloan, seconded by Kent to recommend to Council for approval. Motion carried unanimously.
- c) **Draper Street Reconstruction** – T. Pinion informed the Committee that we received a \$425,000 grant that was awarded as part of the state's Local Road Improvement Program. We applied for Draper Street under the discretionary program and competed statewide with other municipalities. Of the 20 projects that were funded this year, ours was the second largest. The \$425,000 is 50% of the total estimated project cost of \$850,000. Because of the construction schedule for the Middle School, we were originally looking at doing this work next year in state fiscal year 2021. Given the fact that the contractors are able to start early, T. Pinion was successful in persuading the DOT to move the funding up a year. The funds will be available July 1, 2020. Moved by Sloan, seconded by Petty to recommend to Council for approval. Motion carried unanimously.
- d) **Fee Schedule Amendment** – Chief Schauf explained that the body cameras worn by officers create a large file that requires a great deal of storage. Because of the increased size of the videos, his department needs the option of sending these out by USB Drive for records requests made by the public. Moved by Sloan, seconded by Kent to recommend to Council for approval. Motion carried unanimously.
- e) **TID 10 Creation** – P. Cannon explained that the intent is to do an overlay over TID 8. The main reason to do this is so we can get a longer lifetime. They may also look at expanding that TID a little bit. The contract with Ehler's would allow them to do some financial analysis to ensure the feasibility of the TID District. Ald. Sloan questioned the driving force behind the creation of the TID. P. Cannon explained that the developer would like to do a Pay-Go aspect of the TID District. To be able to do that, we looked at it based upon the value of the property. We figured at 10 year it would cover what they were asking for based upon the value and still give us a little funding for doing some improvements within the TID District. P. Cannon confirms that this includes the project on Lynn. T. Pinion informed the Committee that TID 8 was created in 2006, by the time this project is built and full value goes on the tax roll we will only have about 8 years to work with in terms of the remaining life of the TID. In order to provide the incentive necessary to incent this development, 8 years really is not enough. The creation of TID 10 starts with a new 27-year timetable and allows ample time to take advantage of not only the incentive to recover all of our costs but also hopefully incent some additional development within that district. The collection period of the TID is 27 years. P. Cannon explains that the preliminary projections indicate that the value of this proposed development would be sufficient to cover the 10 year Pay-Go. We would then have the ability then to have the revenue coming in to that TID District and we are also going to set it up to be a donor district which will allow it to help out other TID districts if needed. Moved by Sloan, seconded by Kent to recommend to Council for approval. Motion carried unanimously.

**Information Items** – None.

**Adjournment** – Moved by Sloan, seconded by Kent and carried to adjourn at 6:34pm.

**BARABOO BUSINESS IMPROVEMENT DISTRICT (BID) Promotions/Personnel Committee Meeting Feb 21, 2020**

Members Present: T. Wickus, , S. Brunker, B. Stelling S. Fay

Member Absent:

Call to Order: Chairman Wickus presided over the meeting, called it to order at 8:37 A.M., and noted compliance with the Open Meeting Law.

Minutes: Moved by, Stelling seconded by Brunker, and unanimously carried to approve the minutes of the September 17, 2019 meeting.

Agenda: Moved by Stelling seconded by Brunker, and unanimously carried to approve the agenda as published.

Old Business: None

New Business: Moved by, Fay seconded by Stelling to approve the following marketing items

Design & Place ads in the Devils Lake Guide and Map publications for 2020

Replace Banner on Broadway with a newly designed banner

Design and place ad in the City Newscape publication Spring and Summer edition.

Adjournment: Moved by Stelling, seconded by Brunker and unanimously carried to adjourn at 9:25 A.M.

**Administrative Committee****June 1, 2020**

Present: Alderpersons John Ellington, Heather Kierzek & Kathleen Thurow

Absent: None

Also Present: City Administrator, Kennie Downing; Finance Director, Cynthia Haggard; Police Chief, Mark Schauf; City Attorney, Emily Truman; and City Clerk, Brenda Zeman.

Citizen Present: Mary Klingenmeyer @ 1720 Hillcrest Drive

The meeting was called to order by Chairman John Ellington at 8:00AM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Thurow to approve the minutes of May 12, 2020, seconded by Kierzek and unanimously carried.

Motion by Kierzek to approve agenda, seconded by Thurow and unanimously carried.

**Consider Request for Excessive Household Animals – Kennie Downing @ 440 16<sup>th</sup> Street.**

Aldersperson Ellington requested clarification about the Ordinance referring to five animals. City Attorney Truman offered that what the Code is stating is that any one household can have an exception up to five animals. That could be three dogs and two cats, or three cats and two dogs. Without the exception, a household can only have two dogs and two cats.

Motion to recommend to approve and move on to Council the Request for Excessive Household Animals for Kennie Downing @ 440 16<sup>th</sup> Street by Thurow, seconded by Kierzek and unanimously carried.

**Review and recommendation to the Council – Application for Keeping Chickens for Joshua Luth @ 908 Ott Lane.**

Aldersperson Ellington requested clarification on the number of chickens allowed. City Attorney Truman responded that the City Code allows a maximum of six.

Motion to recommend to approve the application for keeping chickens for Joshua Luth @ 908 Ott Lane by Thurow, seconded by Kierzek and unanimously carried.

**Member comments**

- Public comment from Mary Klingenmeyer @ 1720 Hillcrest Drive. She was appreciative of the letters going out to neighbors about the excessive household animals and requested the letters be more specific as to the number of pets.
- The next meeting will be Monday, July 6, 2020 at 8:00AM CST. Meeting location will be 101 South Boulevard.

Motion to adjourn by Kierzek, seconded by Thurow and unanimously carried. Meeting adjourned at 8:10AM CST.

- **Copies of these meeting minutes are on file in the Clerk's office:**

Park & Recreation.....5-4-2020

Plan Commission.....05-19-2020

Public Arts.....2-27-2020, 5-28-2020

CDA.....4-20-2020, 5-5-2020

Library.....2-4-2020, 2-18-2020, 3-3-2020, 4-20-2020, 4-21-2020

- **Petitions & Correspondence Being Referred:** None.

### **ADJOURNMENT**

Moved by Kent, seconded by Ellington, and carried on voice vote, that the meeting adjourn at 10:30pm. 8 - ayes

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Brenda Zeman, City Clerk